

DC Ranch Association – Board of Directors

Meeting Minutes: May 4, 2020



Date/Time: Monday, May 4, 2020 Started: 6:00 PM / Ended: 7:37 PM

Location: Via Zoom due to COVID-19

Purpose: Regularly Scheduled Meeting

Chaired By: Elizabeth Kepuraitis

Recording Gen Beulac

Secretary:

Status: Approved

Attendance:

Directors: Elizabeth Kepuraitis, President; Stephen Koven, Dr. Philip Geiger, Geoff Wilner, Vince Durocher, Sam Hawkins, Don Matheson

Management: Darren Shaw, Executive Director
Dee Nortman, Director of Finance
Gen Beulac, Executive Assistant

1. Call to Order / Establishment of Quorum /Roll Call

Ms. Kepuraitis called the meeting to order at 6p.m. A quorum was established with all seven board members present.

1.1 Election of Officers

Motion: Vince Durocher motioned to elect the following slate:

President – Elizabeth Kepuraitis

Vice President – Geoff Wilner

Treasurer – Sam Hawkins

Secretary – Vince Durocher

Stephen Koven seconded the motion, with no further discussion the motion passed unanimously.

1.2 President's Voting Capacity

Motion: In conformance with policy provision 104.11a, Mr. Hawkins motioned that the President be a voting member of the Board, Mr. Wilner seconded the motion, with no further discussion the motion passed unanimously.

1.3 Member Comment Period/Open Forum

No comments

1.4 Approval of Meeting Minutes

Motion: Mr. Durocher motioned to approve the March 2, 2020 executive session and regular meeting minutes and the April 6, 2020 executive session minutes. Mr. Wilner seconded the motion, with no further discussion the motion passed unanimously.

2. Reports

2.1 President's Comments:

Ms. Kepuraitis welcomed all NVMs, members from Community Council and all others present. Ms. Kepuraitis provided a recap from the executive session that preceded the regular meeting. The Board discussed the status of ICON, the Paycheck Protection Program, COVID operations for Ranch staff, and the Pioneer Assessment and Arcadia Sissoo Tree matters.

2.3 Executive Director's Report:

Mr. Shaw provided the following report:

- Covid-19 / operations update
- Acquired SBA/PPP funds
- Personnel Announcements:
 - New Security Manager – Steve Enteman
 - New Landscape Manager – Paul Connolly
 - Open: Accounting Manager (split position – Council and Ranch Association)
- Market Street Villas roof replacement (units 46, 47 and 48) complete (reserve expense)
- Standards for Conduct were recorded (DCR 23 and 27) – available on website
- Security survey scheduled in June
- Data-bender project complete (\$650 per entry area) – 26 total (billed back sub-associations)
 - Maintenance facility camera install (four cameras) - \$5,000
 - Sub-Association culvert inspections complete (they are billed for Ranch work on culverts)
 - Parcel 6.9 culvert cleanout project scheduled (\$10,000)
 - Park and Manor Turf Reduction underway (\$3,500 square feet)
 - Playground inspections finishing up (April and October – there are 14 play structures)
 - Board orientation completed (4-16)
 - NVM elections for Matheson's NVM position in Country Club Village underway
 - Rick Spargo filled Hawkins' NVM position
 - City of Scottsdale controller rebates (18 now and 26 in a couple weeks) = \$20,000 in total
 - Status of ICON at Silverleaf

2.4 1st Quarter Financial Report – Director of Financial Operations Dee Nortman

Ms. Nortman provided the 1st quarter financial review. DC Ranch Association concluded the quarter \$35,000 favorable to budget.

3. Unfinished Business

3.1 Bylaw Amendment Project

The total affirmative votes received from voting members was 1604 (60%).

Motion: Mr. Wilner motioned to approve Bylaw Amendment as presented and voted on by members. Mr. Hawkins seconded the motion. With no further discussion the motion passed unanimously.

3.2 Proposed Policy 305 (Schedule of Resale Fees)

Motion: Mr. Durocher motioned to approve Policy 305 (Schedule of Resale Fees) as presented. Mr. Matheson seconded the motion, with no further discussion the motion passed unanimously.

3.3 Proposed Policy 209 (Capital Improvement Fund)

Motion: Dr. Geiger motioned to approve proposed Policy 209 (Capital Improvement Fund) with the amendment that specifies this only pertains to the DC Ranch Association. Mr. Durocher seconded the motion, with no further discussion the motion passed unanimously.

4. New Business

4.1 2020 Roadwork Maintenance Project

Motion: Mr. Durocher motioned to approve the proposed road work listed below for a total cost of \$543,896. Mr. Wilner seconded the motion, with no further discussion the motion passed unanimously.

| DC Ranch Association 2020 Roadway Maintenance Project | | | | |
|---|------------------------|----------------------------|------------------|------------------|
| Parcel | Holbrook (sealing HA5) | Pinnacle (patching/paving) | Totals | Funding |
| 4.01 | \$49,802 | \$0 | \$49,802 | |
| 4.02 | \$25,960 | \$7,763 | \$33,723 | |
| 4.04 | \$31,217 | \$5,198 | \$36,415 | |
| 4.13 | \$11,055 | \$79 | \$11,134 | |
| 4.14 | \$18,684 | \$5,198 | \$23,882 | |
| 4.15 | \$12,996 | \$0 | \$12,996 | |
| 4.19 | \$15,599 | \$9,650 | \$25,249 | |
| 4.23 | \$5,049 | \$45,297 | \$50,346 | |
| Desert Camp Drive | \$94,470 | \$176 | \$94,646 | |
| Trail's End | \$10,133 | \$0 | \$10,133 | |
| Country Club Totals | \$274,964 | \$73,361 | \$348,325 | \$342,000 |
| Horseshoe Canyon Drive | \$45,311 | \$30,988 | \$76,299 | \$60,000 |
| T.4B | \$0 | \$119,271 | \$119,271 | |
| Horseshoe Totals | \$45,311 | \$150,259 | \$195,570 | \$60,000 |
| Grand Total | \$320,276 | \$223,620 | \$543,896 | \$402,000 |

4.2 Sub-Association Management

Motion: Mr. Wilner motioned to approve the proposed contract to start managing Villas at Desert Park Village Parcel 1.15/1.16 effective July 1, 2020 for one year, for a cost of \$888 per month. Mr. Hawkins seconded the motion; comments were then taken from the floor. The motion passed unanimously.

5. Announcements

- Regular board meeting: June 1, 2020 at 6 PM (meeting format/location undetermined)

6. Adjournment: There being no further business to conduct Ms. Kepuraitis adjourned the meeting at 7:37 PM.